

The following is a checklist of helpful items to prepare you to receive guests.

- **Have a spare key made:** Coordinate the handoff with the guest ahead of time if they are arriving at a time you're not planning to be home.
- **Make the bed with clean sheets:** If the guest bed has been unoccupied for a while, freshen up its linens.
- **Test the air mattress:** If you're offering an air mattress to your visitor, make sure it's in good condition. Inflate it and sit on it to make sure there are no holes and go the extra mile to vacuum the surface so it's free of dust.
- **Be sure to have extra pillows and blankets readily available as well as a fan:** Everyone has different levels of comfortability, so being prepared ensures they have a decent night's sleep.
- **Make room in the closest closet:** Get it presentable and move some things out if necessary. Be sure to have some hangers available for the guest to use as well.
- **Buy (or create) a suitcase stand:** And make sure there's floor space for the guest to move around. You can create a DIY stand by clearing off a storage trunk or providing an extra folding chair ready for guest's luggage. It will help them be organized and neater.
- **Have a basket or bin of toiletries accessible:** Utilize those trial size bottles you've collected during your travels or purchase a few items from the dollar store ahead of time so they are handy. And having an extra toothbrush on-hand is always a plus.
- **Set out sufficient towels:** Consider offering a set that's a different color from what's currently hanging on your towel rack so the guest can easily identify theirs.
- **Buy or make a few staple food items:** Have some breakfast items on hand like coffee, juice, fruit, granola or yogurt. Grab-and-go snacks and bottled waters are good if your guest is doing a lot of sightseeing activities. It's wise to get items that you like; that way they don't go to waste if your guest doesn't consume them. And it's always a special touch to offer a food option unique to your area. However, be considerate of any known allergies.

- **Share ideas of possible activities:** Think about what the guest is coming to town for and what they might be interested in doing during their visit. Be aware of happenings around town and pick up a local newspaper, magazine, maps and brochures for them ahead of time.
- **Ensure that there is adequate lighting and electrical outlets where they are staying:** Consider that the guests may like to read in bed or use their phone as an alarm clock. So having lights and outlets in reach from the bed if possible is superb.
- **Provide important phone numbers:** Put together a list of backup contacts in case something happens and they can't reach you. This can include a neighbor, family member, or a disciple that lives within a short drive—anyone whom guests might need in a pinch.
- **Provide a list of household instructions:** There are usually little tricks or oddities to everyone's house. The chicken coop, seagulls or trash collectors that might wake you up early in the morning. The complicated universal remote or security alarm that talks every time you move from one room to another. And be sure to leave the instructions for Wi-Fi access.